



AN AASIS TRAINING GUIDE

Agency Payroll

ASC Course Code HRAPAY



Version Control Sheet

- **Course:** Agency Payroll
- **Courseware Items:** Core Curriculum
- **Change Summary**

Changes made to this document are summarized in the following table

Date	Change	Reason For Change	Updated Version	Pages Effected
4/03/01	Courseware developed and published			
8/01/02	Entire courseware updated	Improvement in entire courseware package	2.0	All
09/16/04	Divided into Modules; Screen Updates	Added Data Exercise Pages Facilitate Web Placement; Enterprise Upgrade	3.0	All
3/8/05	Change for Garnishments Infotype 0194	Changed remittance from AP Vendor with Q Warrant to PA Vendor Direct Dep.	3.0	10-13



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CLASS DESCRIPTION

Course Title: Agency Payroll

Course Code: HRAPAY

Duration: 2 Days

Hours: 14 Hours

Audience: Agency Central Time Management; Agency Payroll Systems Management

Prerequisites:

- Basic PC and Microsoft Windows skills
- BAASIS – Basic AASIS
- HRTRC – Time Recording and Time Approval
- HRLAD – Time and Leave Administration



COURSE OBJECTIVES

- Participants will demonstrate an understanding of the Payroll module in the Arkansas Administrative Statewide Information System (AASIS)
 - Define Terms and Concepts
 - Explain various Payroll functions in the AASIS system
 - Explain Payroll's Key Integration Points in AASIS
- Participants will successfully:
 - Perform time processes to effectively pay an employee
 - Perform Payroll Simulation
 - Display Garnishments
 - Enter Recurring Payment/Deductions & Additional Payments
 - Recover Worker's Compensation Payments against Gross Earnings
 - Generate Various Reports



CERTIFICATION

An optional Skill Assessment Test will be offered upon completion of this course. Those meeting the minimum requirements will receive a Certificate of AASIS Skill Achievement.

To receive your certificate, you will be required to:

1. Answer ten (10) basic questions regarding Agency Payroll
2. Run Time Transfer through to a Successful Payroll Simulation
3. Process leave payout for terminated employee
4. Donate available leave to Catastrophic Leave Pool

**TRANSACTIONS BY ROLE ASSIGNMENT**

TRANSACTION	PROCESS	ROLE
CATA	Time Transfer - Transfer approved time from CATS database to an HR table	Agency & State Central Time Management
FB03	Display Documents – Displays information relevant to recovering Workers Comp payments	Agency Payroll Systems Management
PA20 (Infotypes 0194 & 0195)	Garnishment Document & Garnishment Order – Displays information about garnishments	Agency Payroll Systems Management
PA30 (Infotype 0014)	Recurring/Deduction Payment - Enter payments/deductions for employees that will recur every payperiod	Agency Payroll Systems Management
PA30 (Infotype 0014)	Recurring/Deduction Payment - Recover worker's compensation payments paid to an employee.	Agency Payroll Systems Management
PA30 (Infotype 0014)	Recurring/Deduction Payment - Pay employee who works full time at one Agency and then concurrently with another AASIS Agency.	Agency Payroll Systems Management
PA30 (Infotype 0015)	Additional Payments – Create additional payments for employees such as Career Service payments	Agency Payroll Systems Management
PA30 (Infotypes 0194 & 0195)	Garnishment Document & Garnishment Order - Perform new garnishments of wages on employees also change and release garnishments	Agency Payroll Systems Management
PA61 (Infotype 0416)	Time Quota Compensation – Process leave time payout for an employee	Agency & State Central Time Management

**TRANSACTIONS BY ROLE ASSIGNMENT**

TRANSACTION	PROCESS	ROLE
PA61 (Infotype 0613)	Catastrophic Leave – Award or Donate catastrophic leave	Agency & State Central Time Management
PA61 (Infotype 0696)	Catastrophic Leave – Establishment relationship to a catastrophic leave pool	Agency & State Central Time Management
PC_PAYRESULT	Pay Results – View pay results of an employee	Agency Payroll Systems Management
PC00_M10_CALC_SIMU	Payroll Simulation – Simulate a regular payroll run and a off cycle payroll run if applicable	Agency Payroll Systems Management
PC00_M10_CEDT	Remuneration Statement – View and/or print earnings statements for employees	Agency Time Management Specialist, Agency & State Central Time Management, Agency Payroll Systems Management, Agency Time Management Supervision
PC00_M99_CLGA09	Wage type Statement – Display a list of wage type distributions	Agency & State Central Time Management, Agency Payroll Systems Management
PC00_M99_CWTR	Wage type Reporter – View evaluated wage types from the payroll results for a selected period.	Agency Payroll Systems Management
PT_ERL00	Time Evaluation Message Display Report – View time evaluation errors on employees	Agency & Central Time Management, Agency Time Manage Specialist, Agency Time Management Supervision
PT60	Time Evaluation – Evaluate employee's time and master data	Agency & State Central Time Management
PT66	Display Time Evaluation Results – View various information results from time evaluation	Agency & State Central Time Management

**TRANSACTIONS BY ROLE ASSIGNMENT**

TRANSACTION	PROCESS	ROLE
Z001	Locked IT 2001 Absences – View locked absences	Agency & State Central Time Management
Z002	Locked IT 2002 Attendances – View locked attendances	Agency & State Central Time Management
ZCAT	Catastrophic Leave Report – View total number of hours in Catastrophic leave bank	Agency & State Central Time Management
ZCOMP_ABSENCES	Leave Liability – View a summary of leave liability for a certain area	Agency & State Central Time Management
ZGARN_DETRPT	Garnishment Details Report – View employees who have garnishments.	Agency Payroll Systems Management
ZHQE	Holiday Quota Error Report – View employees with Z9 – Pub Holiday Breakdown errors)	Agency & State Central Time Management
ZLOCK	Payroll Status Lock Indicator – View employees whose personnel numbers are locked	Agency Time Management Specialist, Agency & State Central Time Management, Agency Payroll Systems Management
ZNHE	Number of Hours Evaluated – Displays number of hours processed for employees for the payperiod	Agency Time Management Specialist, Agency & State Central Time Management, Agency Time Management Supervision
ZPDC	PDC Errors Report – View error messages on employees	Agency & State Central Time Management, Agency Payroll Systems Management
ZPYUSR0002_A	Missing Infotype Report – View any missed infotypes	Agency Payroll Systems Management, Agency Personnel Management, Agency Personnel Specialist,



PAYROLL REPORTS

TRANSACTION CODE	TRANSACTION NAME	DESCRIPTION	TIME, LEAVE, PAYROLL ROLE
FCHN	Check Register	Lists Checks Issued	Payroll
ZPYUSR0003	Deduction/Arrears Report	Lists Employees with Deduction in Arrears	Payroll
FB03	Display Workers Comp. Payments	List Payments Received for Workers comp.	Payroll
ZGARN_DETRPT	Garnishment Details	Lists Employee and their Garnishments by Vendor	Payroll
PC00_M10_CPL3U0	Garnishment Statement	Lists # of Garnishments	Payroll
ZPYUSR0002_A	Missing Infotype Check Report	Lists Employee and Missing Infotype	Payroll
PC00_M99_CWTR	Wage Type Reporter	Lists information about Wage Types	Payroll
PC00_M99_CLG09	Wage Type Statement	Lists Dollar Amount for Wage Types Paid	Payroll, Central
S_ALR_87014136	Paydays on Holidays or Weekends	List paydays that occur on Holidays or Weekends	Payroll
S_ALR_87014137	Payday calendar	Lists paydays in a Calendar view format	Payroll
S_AHR_61016142	Tax Infotype Summary	Summary of all Tax Infotypes for an Employee	Payroll
S_PH9_46000361	W-4 Withholding Allowance	Monitor Employees W4/W5 Withholding Info	Payroll
ZSALEXP	Gross Earnings Report	For Federal Fiscal year; State Fiscal year and Calendar year	Payroll



TIME REPORTS

TRANSACTION CODE	TRANSACTION NAME	DESCRIPTION	TIME, LEAVE, PAYROLL ROLE
PT64	Attendance/Absence Overview Report	Overview of Attendances and/or Absences	Central, Supervision, Specialist
PT_QTA10	Display Absence Quota Information	Lists Leave Balances	Central, Supervision, Specialist
PT40	Display Calendar View	Displays a Calendar of Time Entry	Central, Supervision, Specialist
ZCAT	Display Catastrophic Leave Report	Displays an Agency's Cat Leave Balance	Central
CATS_DA	Display Time Worked	Displays employees time sheet entries	Central, Supervision, Specialist
PT40	Display Time Entry – Multiple Employee View	Display a List of Multiple Employees Time Entry	Central, Supervision, Specialist
PT_BAL00	Monitor Extra Help 1000 Hours	# Hours Extra Help Worked	Central, Supervision, Specialist
PT_ERL00	Time Evaluation Message Display Report	Time Evaluation Messages	Central, Supervision, Specialist
PT40	Time Management Pool	14 Time Reports Run	Central, Supervision, Specialist
ZNHE	Number of Hours Evaluated	View # of hours evaluated per payperiod	Central, Supervision, Specialist
ZHQE	Holiday Error Report	View Z9 errors	Central
ZLOCK	Locked Personnel Numbers Report	View Locked Personnel Numbers	Central, Specialist, Payroll
Z001	Locked Absences Report	View Locked Absences on Infotype 2001	Central
Z002	Locked Attendance Report	View Locked Attendances on Infotype 2002	Central
ZPDC	PDC Error Report	View error messages on Employees	Central